

**WISCONSIN DEPARTMENT OF
REGULATION & LICENSING**



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**FUNERAL DIRECTORS EXAMINING BOARD SCREENING PANEL
ROOM 179A, 1400 EAST WASHINGTON AVENUE, MADISON, WI
CONTACT: DAVID O'CONNELL (608-261-4490)
Tuesday, November 9, 2004
9:00 A.M.**

1. Call Open Session to Order
2. Convene To Closed Session to consider discipline (s. 19.85(1)(B), Stats., and to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.
 - a. Screen complaints received from the public against credential holders. The panel consists of two Board members and Department Staff.
3. Reconvene to Open Session
4. Vote on Items Considered or Deliberated Upon In Closed Session
5. Adjournment

**FUNERAL DIRECTORS EXAMINING BOARD MEETING
ROOM 179A, 1400 EAST WASHINGTON AVENUE, MADISON, WI
CONTACT: JERRY LOWRIE (608) 261-4486
Tuesday, November 9, 2004
9:30 A.M.**

1. **CALL TO ORDER**
 - a. Declaration of Quorum
2. Adoption of Agenda
3. Approval of Minutes (July 20, 2004)
4. Administrative Report
 - a. Jerry Lowrie, Bureau Director
 - i. Board Roster
 - ii. 2005 Meeting Dates
 - iii. Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules
 - iv. Code Book Policy
5. Legislative Update/Recap
 - a. SB 274/AB 559 Authorizing the Cremation of Human Remains
6. Embalming Standards -HFS 136.03(2)
7. Continuing Education Issues
 - a. Discussion of Qualified Courses for CE Credits – Rick Unbehaun/Barb Showers
8. Examination Issues
 - a. Schedule Workshop to Review Jurisprudence Exam(s)- Gail Pizarro
9. Practice Issues- Legal Counsel
 - a. Funeral Director Apprentice – William Linn Letter

- b. Sales of Cemeteries in Wisconsin
 - c. Discussion on Item # 17 on the "Notice of Removal of a Human Corpse" Form (DPH 5043-Rev 7/04)
 - d. Funeral Trust Transfer Question
 - e. Funeral Home & Crematory versus Funeral Home and Cremation Services Advertisements
 - f. Funeral Directors – Conflict of Interest Question
10. WFDA
- a. 2004 Annual OSHA Mandated Staff Training
11. ICFSEB
- a. Report from the AEFSB Annual Meeting of April 23, 2004
 - b. The Conference Report
12. Board Member Activity
13. Visitors Comments
14. New Business
15. Monitoring Liaison
16. Presentation of Proposed Stipulations by Division of Enforcement or any that may be Submitted after Mailing of the Agenda
17. **CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.)**
- a. Monitoring Report or any received after mailing of agenda.
 - b. Case Closings and Case Status Report
 - i. 03 FDR 016
 - ii. 03 FDR 014
 - iii. 04 FDR 001
 - iv. 01 FDR 033
 - c. Administrative Warning
 - d. Proposed Stipulations or any signed after mailing of agenda.
 - i. Hartson Funeral Home, Gary A. Hartson and Roger J. Palmer 01 FDR 033
 - e. Pending Applications or any submitted after mailing of agenda.
 - i. LaShauntae K. Gibson
 - f. Deliberation on Administrative Warnings or Proposed Stipulations that may be Signed after Mailing of Agenda
18. **RECONVENE TO OPEN SESSION**
19. Vote on Items Considered or Deliberated Upon in Closed Session, If Voting is Appropriate

DOE – Signatures for Proposed Stipulations, Orders and Administrative Warnings.

20. **ADJOURNMENT**

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC UNLESS OTHERWISE NOTED. IF A BOARD ADJOURNS TO CLOSED SESSION, RECONVENES IN OPEN SESSION TO VOTE ON ITEMS CONSIDERED IN CLOSED SESSION, AND DURING VOTING DETERMINES THAT ADDITIONAL

DELIBERATIONS ARE NECESSARY FOR VOTING, THE BOARD MAY ADJOURN TO CLOSED SESSION TO CONTINUE DELIBERATIONS AND THEN RECONVENE INTO OPEN SESSION FOR VOTING.

Meetings and hearings may be cancelled without notice. Times listed for meeting items are approximate and depend on the length of discussion and voting. The board may also consider in closed session, stipulations filed after the printing of this notice. Meetings may be confirmed by a telephone call to the listed contact person. Examinations are open only to authorized candidates. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. For a complete copy of the board's agenda, contact the board listed above. Interpreters for the hearing impaired provided on request. Contact the Affirmative Action Officer, (608) 266-2112.